



**ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE MEETING**

AGENDA

March 7, 2013

3:00 p.m. – 4:30 p.m.

SSV 151

To conform to the open meeting act, the public may attend open sessions

- 1. CALL TO ORDER AND ROLL CALL**
- 2. OPENING COMMENTS FROM THE SENATE PRESIDENT**
- 3. OPEN COMMENTS FROM THE PUBLIC**
- 4. APPROVAL OF MINUTES**
 - a. February 7, 2013 Meeting (attachment)
 - b. February 21, 2013 Meeting (attachment)
- 5. REPORTS (5 minutes maximum)**
 - a. Accreditation Report – Tina McDermott
 - b. Faculty Professional Development Report - Kathryn Mitchell
 - c. Tenure Review Report - Dr. Liette Bohler
 - d. Student Learning Outcomes Report - Fredy Aviles
- 6. DISCUSSION ITEM**
 - a. Student Success Committee Report - LaDonna Tremble
- 7. ACTION ITEM**
 - a. Faculty Professional Development Committee Chair – Dr. Irit Gat
- 8. SENATE ADMINISTRATIVE BUSINESS**
 - a. Announcements
 - Accreditation Institute – Vocational Education Leadership Institute – March 20-22, 2013, Oakland Marriott
 - 2013 Spring Plenary Session – April 18-20, 2013, Westin San Francisco Airport
 - Faculty Leadership Institute – June 13-15, 2013, Sheraton Grand, Sacramento
 - Curriculum Institute – July 11-13, 2013, Sheraton Park Hotel, Anaheim Resort
- 9. ADJOURNMENT**

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**ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE MEETING
MINUTES**

**March 7, 2013
3:00 p.m. – 4:30 p.m.
SSV 151**

To conform to the open meeting act, the public may attend open sessions

1. CALL TO ORDER AND ROLL CALL

The March 7, 2013 Academic Senate meeting was called to order at 3:05 p.m. by Ms. Maria Clinton, Academic Senate President.

2. OPENING COMMENTS FROM THE SENATE PRESIDENT

- Ms. Clinton reported that at the previous day's College Coordinating Council (CCC) meeting, a consulting proposal was presented by Dr. Matthew Lee, Special Projects Consultant for action concerning shared-governance committees on campus. Mr. Lee charged that Antelope Valley College (AVC) has all the components, but has not integrated them properly. Dr. Lee is to conduct a gap analysis to identify where the deficiencies are. He suggested workshops to bring committees together to pool terminology and processes across campus. Ms. Clinton will forward the electronic version to Ms. Nancy Masters, Academic Senate Coordinator, for distribution.

Phase 1 of the project was approved by the CCC, with a cost of \$22,000, paid for by non-district monies allocated for institutions that have issues with accreditation, etc. and need processes.

Administrative Procedure 7500 was approved which relates to the hiring process and fingerprinting of volunteers. Very minor.

Administrative Procedure 3501 was discussed, which could change access hours to buildings on campus when the campus is shut down. Language is under consideration to change access hours as follows: Monday through Saturday 5:00 a.m. – 11:59 p.m.; Sunday 8:00 a.m. – 5:00 p.m. The item is still in discussion, and heading in that direction.

- Ms. Clinton announced that Dr. Sharon Beckman has submitted her letter of retirement.
- Ms. Clinton stated the call for Senate seats and Senate Executive seats will be announced soon, and encouraged anyone interested to submit a letter of interest.

3. OPEN COMMENTS FROM THE PUBLIC

- Ms. MaryAnne Holcomb was informed by her Dean that the Vice Presidents and Deans held a meeting to discuss and determine replacements for vacancies due to various retirements. Ms. Holcomb is concerned with existing vacancies of critical positions that faculty have waited years to fill. She stated her department only has seven (7) full-time faculty members, and cannot function with six (6).
- Ms. Cathy Overdorf addressed the new discipline, Teacher Education, to be voted on in April 2013 by the State Academic Senate. The minimum qualifications to teach in this new discipline specifically excludes a Master's Degree in Child Development or Early Childhood Education, while someone with a Master's in Physics for example, would be able to teach in this discipline. On behalf of the Child Development Faculty, Ms. Overdorf stated they are vehemently opposed to this new discipline if it excludes the Master's Degree in Child Development or Early Education. Ms. Clinton will agendize the issue for discussion at the March 21, 2013 Senate meeting. Ms. Clinton echoed the necessity for strong language; in order for her to interject that opinion at the April 2013 Plenary Session.

4. APPROVAL OF MINUTES

a. February 7, 2013 Meeting (attachment)

A motion and second was made to approve the minutes of the February 7, 2013 Academic Senate meeting. Motion carried with corrections.

b. February 21, 2013 Meeting (attachment)

A motion and second was made to approve the minutes of the February 21, 2013 Academic Senate meeting. Motion carried.

5. REPORTS (5 minutes maximum)

a. Accreditation Report – Tina McDermott

Miss Tina McDermott addressed members regarding the response from the Accrediting Commission for Community and Junior Colleges (ACCJC). Ms. McDermott urged members to read letter, which is posted on the AVC Accreditation website: <http://www.avc.edu/aboutavc/planning.html>. The ACCJC will be making a follow-up visit in October 2013. Antelope Valley College was granted three (3) years to implement the recommendations. Ms. McDermott addressed the following areas of focus:

Language: All the discussion and planning that were decided at the end of Spring 2012 or new processes to begin in Fall 2012, need to have happened, or should be part of ongoing practices.

Integrated Planning: Ms. McDermott stated that AVC has not done a sufficient job in putting integrated planning into practice, but noted we are further along than our status in the report. She reviewed the process - SLOs and PLOs are entered in WEAVE, and put in Program Review. All are pulled together for Budget Requests, using data for the process as to how we move forward and allocate money. Ms. McDermott reported that PLOs need significant improvement, and noted Dr. Fredy Aviles, Student Learning Outcome Committee Chair, is working diligently to resolve the deficiency.

Committees & Minutes: Ms. McDermott reiterated the importance of proper minutes. Minutes must be structured and posted publicly in a timely manner.

2013 Annual Report: – Ms. McDermott addressed transfer rates and graduation rates, and the importance of establishing institution standards.

Ms. McDermott is meeting with all committees on campus, to solidify standards and move forward. Ms. McDermott is distributing a letter campuswide, explaining that accreditation is an ongoing process and that the better the records are maintained, the better our accreditation reporting process goes. She urged members to contact her with any questions. Ms. Maria Clinton responded, stating the new Student Success Committee is looking at a five-year trend to respond to that requirement. Ms. Clinton added that the Senate office has placed a call for a Faculty Co-Chair to the Student Success Committee.

b. Faculty Professional Development Report - Kathryn Mitchell

Ms. Kathryn Mitchell, Faculty Professional Development (FPD) Committee Chair, presented the following committee report.

1. Survey the faculty annually to determine the most critical professional development needs.
 - a. Spring Welcome Back Day evaluations were positive, noting the presentations were particularly informative. (Over 250 participants.)
 - b. Program's Year-End Evaluation is in its final stage of revision.
 - c. Will be implemented this semester on Survey Monkey.
2. Select speakers/presentations for the yearly program.
 - a. Have received over 100 proposals for next year's FPD program.
 - b. We are in the process of organizing them for committee review.
 - c. Received several letters of intent for Sabbaticals and will be reviewing those with the next month.

3. Create, review, and maintain all records.
 - a. Revising Standard 3 Guidelines this semester.
 - 1) Committee work is always the most confusing and problematic area for FPD credit.
 - 2) The FPD Committee is charged with the difficult task of ensuring we are not offering professional development credit (and therefore pay) that results in double-dipping, due to the fine balance of contractual obligations and professional development obligations.
 - 3) The contract reads that full-time classroom faculty are required to complete 1-5 hours/week for "District/community service and shared governance." 1-5 hours is vague, and ensuring faculty are completing their contractual obligation BEFORE offering flex credit is a hard task.
 - 4) The committee is changing the language of the guidelines from participating in "bi-weekly" committees to "shared governance" committees in order to reflect faculty campus involvement better.
 - 5) Additionally, we are considering changing the contract form to emphasize the need for the committee to know how the faculty member is completing his/her contractual obligation before we can give credit for any additional hours.
4. Hold bi-monthly committee meetings.
 - a. Committee continues to hold bi-monthly meetings.

Ms. Maria Clinton thanked Ms. Mitchell, who is completing her seventh year as FPD committee chair, for all her hard work, handling of complaints, and keeping faculty within the processes and guidelines of Faculty Professional Development, ensuring that all regulations are followed.

c. Tenure Review Report - Dr. Liette Bohler

Dr. Liette Bohler gave the following Tenure Review Report:

We have this year one second year tenure review committee: Wendy Stout in Respiratory Therapy is in her second year. We also have four first-year tenure review committees: Jason Bowen in Physics, Richard Colgren in Engineering, Dezdemonia Ginosiam in Math, and Bill Bailey in Fire Technology. And we have one (1) full-time faculty, Tarmira Pаметto Despain in the Office for Students with Disabilities. Before the beginning of the fall semester, on New Faculty Orientation Day on August 16, 2012, I gave a presentation on the tenure process for our new FT faculty and on the PT evaluation process with hand-out etc. I met with each committee individually for a committee member orientation. Each committee selected a chair. I gave hand-outs to all committee members and also posted all the forms on-line under groups on myAVC.

All signed "contract faculty evaluation reports" were due to me on Feb. 19. All 5 committees recommended the continuation of probation. The recommendations go to the Vice-President of Academic Affairs, then to the President and then to the Board by March 15. The evaluations will continue in the spring semester.

d. Student Learning Outcomes Report - Fredy Aviles

Dr. Fredy Aviles gave the following Student Learning Outcomes Report:

As of February 25th, the SLO Committee has accomplished the following:

- Held Welcome Back for Spring 2013: The event was very well attended. Aeron Zentner reported that practically all courses have SLOs and most are being assessed and have action plans. Programs will be the next focus of the SLO committee as only about 2/3 have approved PLOs and even fewer have been assessed and have reported action plans. Tina McDermott & Mark Hoffer presented an easy way to assess PLOs that makes use of aggregated SLO data from various courses. Fredy Aviles gave directions concerning the packet of information that contained information about SLO findings and actions plans for the previous semester. Time was provided for faculty and staff to have discussions so they may formulate action plans.
- FPD entitled SLOs/PLOs: Assessment Strategies on February 21st. The SLO faculty co-chair presented many assessment strategies as well as their advantages and

disadvantages. The event was very poorly attended (6 individuals) but stimulated lively discussion.

- The February 25th SLO committee meeting involved the following:
 - Approved SLOs for ANTH 101L
 - Discussed ACCJC Feedback for Follow-Up Report: It was noted that one of the recommendations was central to the work of the SLO committee. Four points were made:
 - 1) development of a method to monitor progress made concerning SLO assessment and action plans
 - 2) evidence of the integrated planning cycle
 - 3) evidence of integrated planning cycle from SLOs to budget requests
 - 4) development and assessment of PLOs. Of these, the last point requires the most work as AVC has not made sufficient progress toward this goal. The SLO Co-chair stressed that this info needs to be covered at division meetings and that there needs to be a big *push* to ensure our PLOs are identified, assessed, and have action plans.
 - Presented list of programs without defined PLOs. It was determined that this info needs to be presented at division meetings so that it may be addressed. Reviewed SLO Committee member responsibilities

6. DISCUSSION ITEM

a. Student Success Committee Report - LaDonna Trimble

Ms. LaDonna Trimble addressed the members to discuss the new Student Success Committee. The College Coordinating Council (CCC) asked chairs of Basic Skills, Matriculation and Student Success & Equity to meet in order to determine how to implement the twenty-two (22) recommendations from the Student Success Task Force. The chairs met several times, but could not agree how to take on the responsibility, as the recommendations had too much depth across campus. Thus began the inception of the Student Success Committee. Ms. Trimble explained that all constituency groups are included by function, for example the Assessment Coordinator, the OSD Director, and the Academic Senate is there – all by function. The Student Success Committee would not necessarily be responsible for completing recommendations, but would ensure each one is assigned to the correct person, committee or area.

At the recent first meeting, the Student Success Committee discussed the recommendations, which group should take the lead, and determined who should be on the committee. It was decided the committee would be co-chaired by the Vice President of Student Services and one (1) faculty member from Basic Skills.

In listening to a recent webinar regarding Senate Bill 1456, Ms. Trimble noted that although Title 5 is rewritten to align with the Student Success Act, Financial Aid and Counseling, it is necessary to come together to communicate the financial and academic eligibility of students. Ms. Trimble stated that the way funding for matriculation has been discussed at the state level, there are plans to include the number of students served in the funding formula. She impressed the importance of embracing the twenty-two (22) recommendations, furthering the Vice President will support attendance at the Student Success meetings by the entire campus.

Ms. Maria Clinton added that the membership portion for the formation of the Student Success Committee was established with great consideration, with delegates going back and forth to ensure membership was justified by participants who could implement the recommendations. Ms. Trimble reminded members that new funding happens in 2015-2016, with great work to be done before then. Ms. Clinton stated that the official Student Success Committee has not met yet, but will promise of transparency. She added that the committee will meet after one (1) year, to reassess the committee structure and make any necessary changes.

7. ACTION ITEM

a. Faculty Professional Development Committee Chair – Dr. Irit Gat

Ms. Clinton stated that Dr. Irit Gat submitted letter of intent to serve as Chair of the Faculty Professional Development Committee, adding that Ms. Kathryn Mitchell, current chair has graciously agreed to remain on the committee for another year.

A motion was made and seconded to approve the appointment of Dr. Irit Gat as Chair to the Faculty Professional Development Committee. Motion carried.

8. SENATE ADMINISTRATIVE BUSINESS

a. Announcements

- Accreditation Institute – Vocational Education Leadership Institute – March 20-22, 2013, Oakland Marriott
- 2013 Spring Plenary Session – April 18-20, 2013, Westin San Francisco Airport
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9. ADJOURNMENT

A motion and second was made to adjourn the March 7, 2013 Academic Senate meeting at 4:13 p.m. Motion carried.

MEMBERS PRESENT			
Maria Clinton, President	Dr. Glenn Haller	Kathy Moore	Dr. Alexandra Schroer
Dr. Liette Bohler	Jack Halliday	Dr. Zia Nisani	Elizabeth Sundberg
Dr. Ron Chapman	Michael Hancock	Cathy Overdorf	Larry Veres
Christopher Dundee	MaryAnne Holcomb	Dr. Berkeley Price	Pavinee Villapando
Carol Eastin (Proxy)	Kenneth Lee	Terry Rezek	
Dr. Lee Grishman	Ty Mettler	Van Rider	
MEMBERS ABSENT		GUESTS/EX-OFFICIO	
Susan Knapp		Kathryn Mitchell	Tina McDermott
Ken Shafer		Dr. Susan Lowry	LaDonna Trimble
		Dr. Fredy Aviles	

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Approved: March 21, 2013 Senate Meeting